Chapter 4

Placement Actions

Chapter Overview

Introduction

This chapter guides you through a number of staffing actions to include recruit/fill, promotions, change to lower grade, reassignment, CAOs, and transfers, retained grade, etc. Not all staffing procedures are illustrated.

See Also

Module 1, Fundamentals of the Modern DCPDS
  Chapter 8, Reports
  Chapter 10, Civilian Inbox
Module 2, Position Management and Classification Using the Modern DCPDS
  Chapter 2, Managing Positions
Module 3, Processing Requests for Personnel Actions Using the Modern DCPDS
  Chapter 1, Processing a Request for Personnel Action
Module 4, Staffing Using the Modern DCPDS
  Overview
    Section: NOA Families Used in Staffing

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Chapter Overview, Continued

Before you begin

Staffing actions may be initiated by a manager and forwarded to the personnel office for processing or by the personnel office. The **Civilian Inbox** is used to access the RPA if a manager submits the action.

Accessing the Civilian Inbox or the RPA to process an action

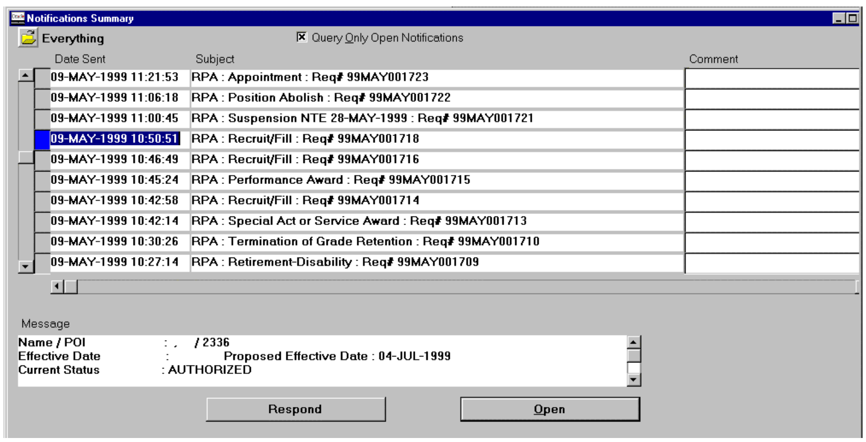
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>If an action is initiated by
<table>
<tr><th>A manager…</th><th>Personnel…</th></tr>
<tr><td>On the Navigation List → <i>Civilian Inbox</i> → <Open>.</td><td>On the Navigation List → <i>Request for Personnel Action</i> → <i>Reassignment</i>(or any action) → <Open>.</td></tr>
<tr><td>The Notifications Summary Window displays. Move the Current Record Indicator to the RPA you need (ex: Reassignment).</td><td></td></tr>
<tr><td>Click <Respond> to display the RPA.</td><td></td></tr>
</table>
</td></tr>
</table>

Processing a Recruit/Fill

Purpose

This procedure guides you through the steps for processing a Recruit/Fill in the Civilian Inbox.

Accessing the Civilian Inbox

Step	Action
1	From the **Navigation List** → *Civilian Inbox* → **<Open>**.
2	The **Notifications Summary** Window displays and contains all actions sent to you that relate to your user roles and responsibilities. 
3	Move the *Current Record Indicator* to the action you wish to display.
4	Click either **<Respond>** or **<Open>**.

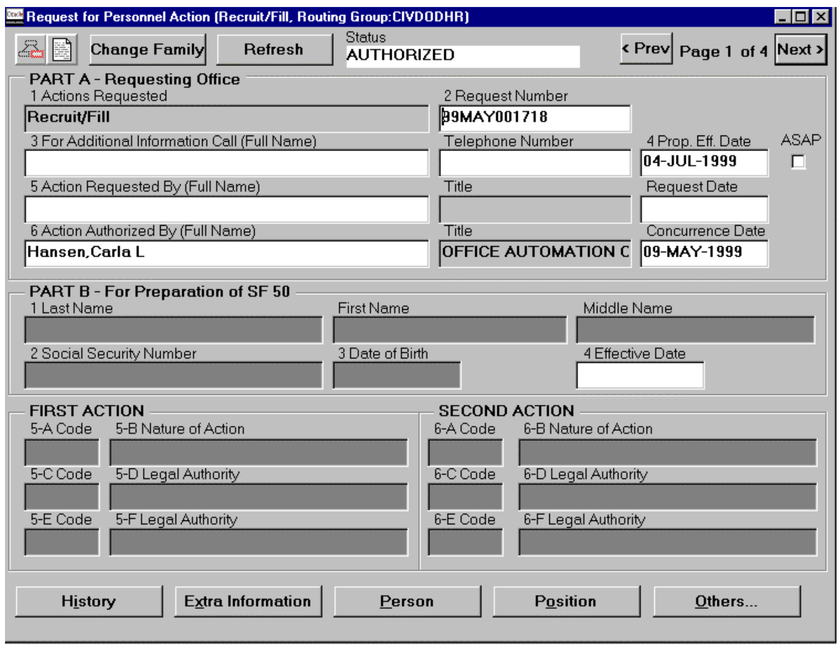
Click <Respond>…	Click <Open>…
To view or edit the RPA and take the next action.	To open the **Notifications Summary** Window for further information. • Click the PA Routing History Icon to display the routing history of the action. • Click **<Respond>** to open the RPA.

Continued on next page

Processing a Recruit/Fill, Continued

Completing the RPA for Recruit/Fill

Step	Action
1	The RPA displays. Click <**Change Family**> at the top of the window when the NOA to be used is determined. A Message Box displays and asks, "Are you sure you want to change Nature of Action family?" Click <**Yes**>. Click the LOV to make a selection. The data fields in the RPA are ready for input. ♦ **Example:**



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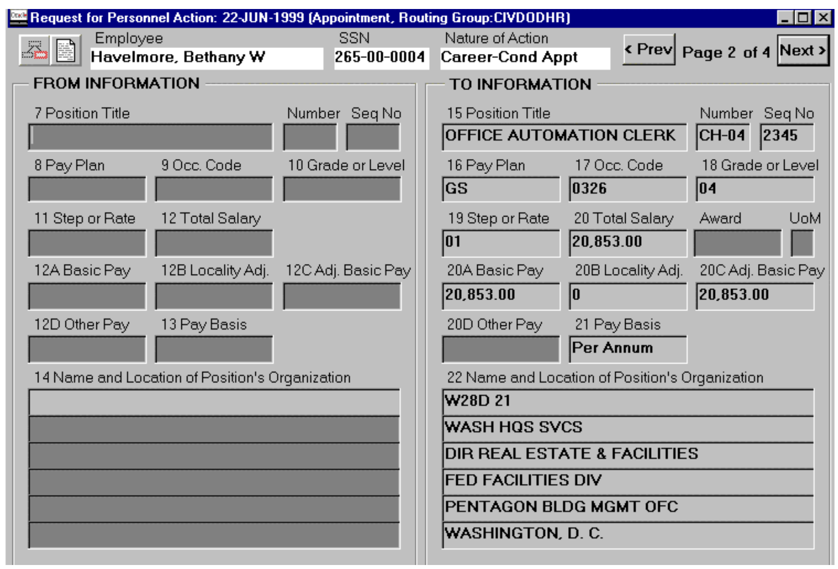
Processing a Recruit/Fill, Continued

Completing the RPA for Recruit/Fill (continued)

Step	Action
2	The position data on the **TO INFORMATION** Region is normally completed by the supervisor/personnelist initiating the action. Refer to the specific actions in this chapter for processing instructions (e.g., promotion, reassignment, change to lower grade, etc.). ♦ **Example:**



Processing Promotions/Change to Lower Grade

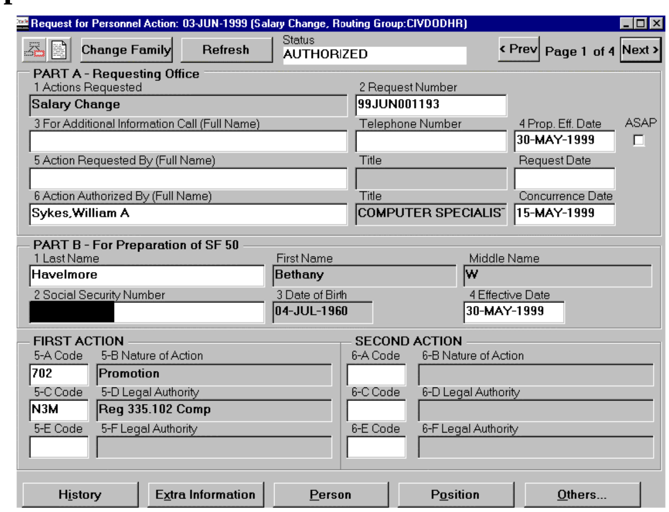
Purpose

This procedure guides you through the steps for processing a Promotion action or a Change to Lower Grade (CLG).

Completing the RPA

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>From the Navigation List → Civilian Inbox → <Open>.</td></tr>
<tr><td>2</td><td>The Notifications Summary Window displays. Move the Current Record Indicator up or down to the RPA for Promotion or CLG you wish to process.</td></tr>
<tr><td>3</td><td>Click <Respond>.</td></tr>
<tr><td>4</td><td>The Request for Personnel Action Window displays. Complete each data field in Part A by typing in the data or using the LOV, as appropriate.

Complete Part B and FIRST ACTION Regions to include the Name of Employee, Effective Date, Nature of Action Code, and Legal Authority Code.

♦ Example:

</td></tr>
</table>

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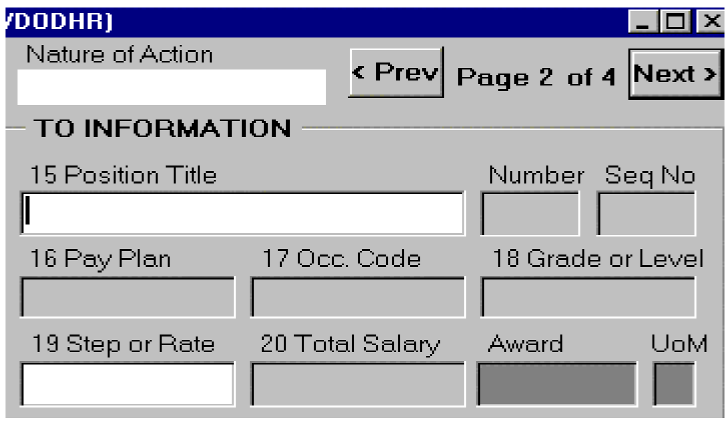
Processing Promotions/Change to Lower Grade, Continued

Completing the RPA (continued)

Step	Action
5	Click <**Next**> to continue to Page 2.
6	Page 2 of the RPA displays. With your cursor in block 15, ***Position Title*** data field, type in the title or click the LOV. 
7	If necessary, change the ***Step or Rate*** data field in ***Block 19*** by typing in the data or clicking the LOV.
8	Click Save.

Extra Information

In some actions, additional extra information for Promotions or Change to Lower Grade must be input.

Step	Action
1	Click <**Extra Information**> on the bottom of any page of the RPA.

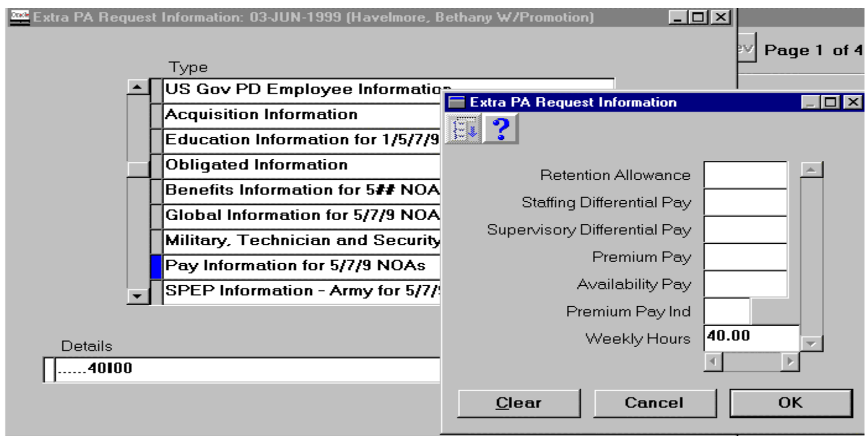
Continued on next page

Processing Promotions/Change to Lower Grade, Continued

Extra Information (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>
Review the Pay Information for 5/7/9 NOA Flexfield to verify the Weekly Hours data field has populated.

Note: For most promotions or CLGs, no extra information is required.



</td></tr>
<tr><td>3</td><td>Click <OK>. Exit the windows.</td></tr>
<tr><td>4</td><td>The RPA displays. Click Save.</td></tr>
<tr><td>5</td><td>A Message Box displays asking if you want to route this action. Click <Yes>.</td></tr>
<tr><td>6</td><td>The Routing Window displays. Click Update HR.</td></tr>
<tr><td>7</td><td>Select the <i>Print Notification</i> checkbox and select the Printer if you want to print the action at this time.
Select the <i>Approval</i> checkbox.
Click <OK>.</td></tr>
<tr><td>8</td><td>The Message Bar at the bottom of the window indicates the Transaction is complete.
Note: If an Error Message Box displays and indicates an edit to correct, click <OK>. The RPA displays. Make the correction on the RPA and click Save.</td></tr>
</table>

Processing Reassignments

Purpose

This procedure guides you through the steps for processing a reassignment. A reassignment action may be initiated by a manager and forwarded to the personnel office for processing or the personnel office may initiate it.

Completing the RPA

Step	Action
1	From the **Navigation List** → *Civilian Inbox* → **<Open>**. The **Notifications Summary** Window displays.
2	Move the *Current Record Indicator* to the RPA action you wish to display.
3	Click **<Respond>** to open the RPA.
4	The RPA displays. With your cursor in **Part B**, Block 1, click the LOV or type the employee's name or SSN in Block 2. The remaining data fields automatically populate.
5	With your cursor in **Part B**, type the date or click the LOV for the ***Effective Date*** in Block 4, the NOA in Block **5-A**, and the ***Legal Authority Code*** in Block **5-C**.
6	Click **<Next>** to advance to Page 2 for review and make changes as needed.
7	Click **<Next>** to advance to Page 3. The **TO INFORMATION** side of the RPA should be completed by the manager.
8	With your cursor in Block 15, ***Position Title***, click the LOV. As this is a long list, type in a partial title and tab to display a shortened list. The remaining data fields automatically populate.
9	Click **<Next>** to advance to Page 4. Click the LOV to select appropriate remarks or type in remark codes.
10	Click Save on the Toolbar.

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Processing Reassignments, Continued

Completing the RPA (continued)

Step	Action
11	A **Message Box** displays asking if you want to route this action. Click **<Yes>**. The **Routing** Window displays. Click **Update HR**, print the action, and select the Approval checkbox. *Or* Click **<No>** if Extra Information is required.
12	Click **<Extra Information>** and complete the descriptive flexfields. **Note:** Normally, there is no need to enter data in **<Extra Information>**. However, there may be some instances when it may be necessary (e.g., when an employee's position is obligated, the qualification standard was waived to accomplish the placement actions, etc.).
13	Click Save on the Toolbar.

Processing a Change of Appointing Office (CAO)

Purpose

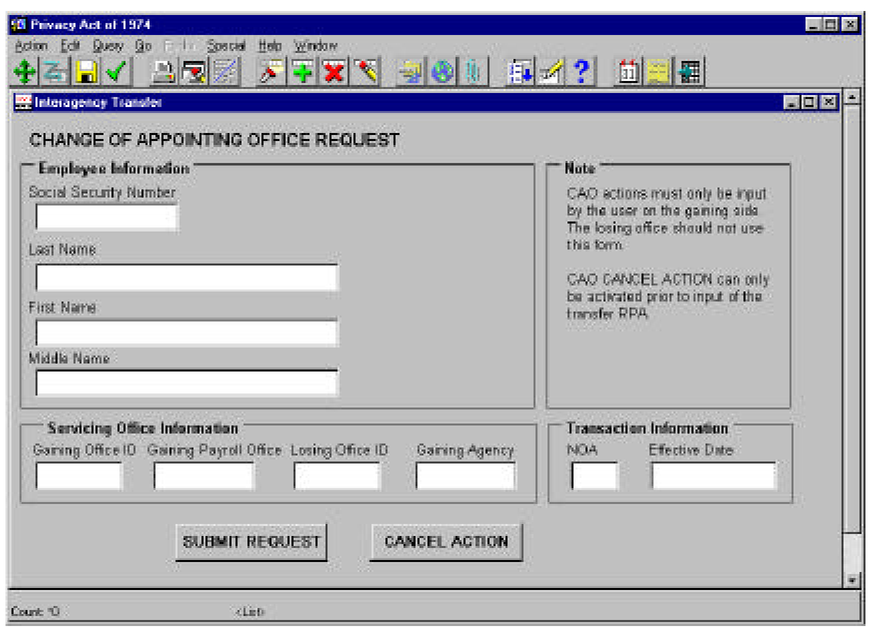
This procedure guides you through the steps for processing a CAO for an employee within your Component. Transfers are very similar but will be addressed in the next procedure.

Completing the Interagency Transfer

Note: The person to be gained must be an accepted applicant before you complete this procedure.
See Chapter 1, Building an Applicant, in this module for additional guidance.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>On the Navigation List → CAO/TRANSFER Request → Change Appointing Office → <Open>.</td></tr>
<tr><td>2</td><td>The Interagency Transfer Window displays. With your cursor in the Social Security Number data field, type the SSAN (without dashes or spaces) of the person to be gained through a CAO. The remaining Employee Information automatically populates.

Note: This action copies the employee record from the losing office and transmits it to the gaining office.


</td></tr>
</table>

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Processing a Change of Appointing Office (CAO), Continued

Completing the Interagency Transfer (continued)

Step	Action
3	In the ***Servicing Office Information*** and ***Transaction Information*** data fields, click the LOV to populate the data fields. **Notes**: • The NOA will have a **T** prefix. The system will use different procedures to process a T702 from other 702 actions. The "**T**" does not display on the NPA. • The effective date must be within **10** days of the actual effective date of the CAO.
4	Click Save.
5	Click **<Submit Request>**.
6	Exit the window.

Completing the RPA

Step	Action
1	From the **Navigation List** → *Civilian Inbox* → **<Open>**.
2	The **Notifications Summary** Window displays. Move the *Current Record Indicator* to the **CAO/Transfer Request Notification**. **Note:** Receipt of the Notification could take as much as a day. This will depend on communication links between the gaining and losing activities.
3	Click **<Open>**. Check the Notification to insure the CAO can proceed.
4	Click **<Close>**. Move the *Current Record Indicator* to the RPA: CAO/Transfer Request and click **<Respond>**.

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Processing a Change of Appointing Office (CAO), Continued

Completing the RPA (continued)

Step	Action
5	The RPA displays. Complete the required data fields then click **<Extra Information>**. **Notes:** • You must type in or click the LOV to input the ***FEGLI*** and **Retirement** codes. The employee's current (pre-CAO) FEGLI and retirement codes can be viewed in the **RPA Extra Information/CAO Losing Info 1** descriptive flexfield. • The **FROM INFORMATION** Region of the RPA will be blank when processing a CAO. The **FROM INFORMATION** that will print on the NPA can be viewed, and edited if necessary, in the RPA **Extra Information/CAO-Transfer SF50 From Side** descriptive flexfield.
6	The **Extra PA Request Information** Window displays. Some data fields automatically populate. You may accept or replace this data. Click the LOV to input new data or type it in.
7	Click **<OK>** after each window and click Save. Exit the window.
8	The RPA displays. Click Save.
9	The **Decision** Window displays asking if you wish to route the RPA now. Click **<Yes>**. The **Routing** Window displays. Save and route or update your RPA as described in Module 3, Processing Requests for Personnel Actions Using the Modern DCPDS. **Note:** It is not necessary to request a print when you Save the RPA. Deselect the print box, as the system will automatically print the NPA on all NOAs with a prefix on the effective date.
10	Click **<OK>**. A blank RPA displays. Exit the window. The Civilian Inbox displays. "Failures" in the Inbox means an error was made; e.g., SSAN. Exit the window.

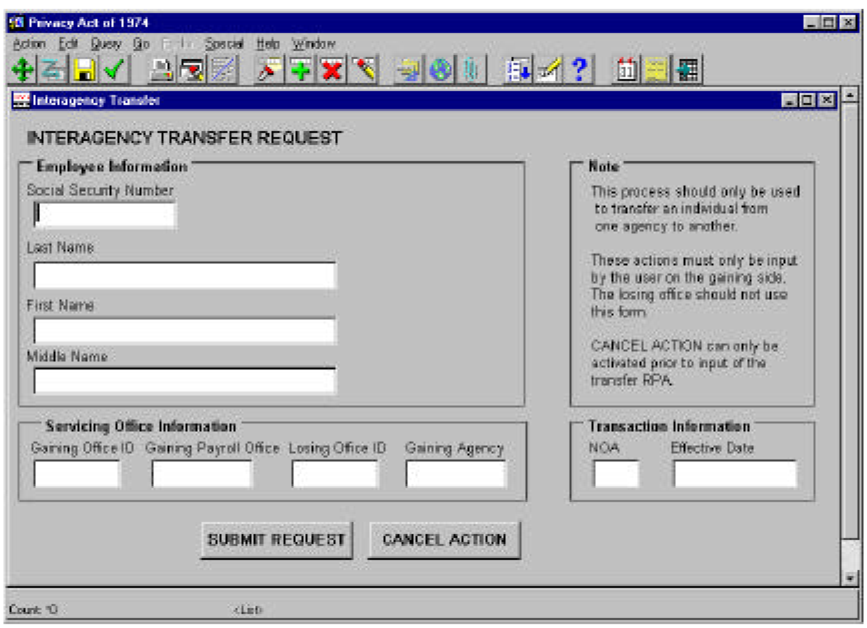
Processing a Transfer

Purpose

This procedure guides you through the steps for processing a Transfer of an employee from one Component to another Component when both are in the modern DCPDS.

Note: This procedure can only be accomplished by the user in the gaining Component.

Completing the Transfer

Step	Action
1	On the **Navigation List** → *CAO/Transfer Request* → *Interagency Transfer* → ***<Open>***.
2	The **Interagency Transfer** Window displays with the tile ***INTERAGENCY TRANSFER REQUEST***. The window is identical to the window in CAO, except for the **Note** box. 
3	Although different NOAs apply, follow the same procedure steps used in Processing a CAO.

Processing Not to Exceed (NTE) Actions

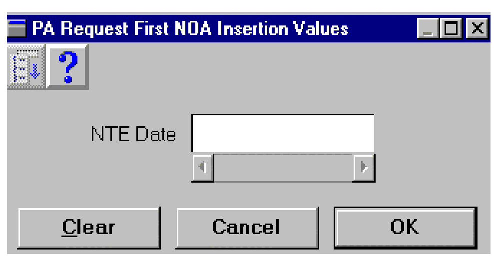
Purpose

This procedure guides you through the steps for processing a Not-To-Exceed Action from the Civilian Inbox. This procedure addresses a Promotion NTE; however, the procedures are the same for other NTE actions, such as Appointment, Leave-Without-Pay, Suspension, etc.

See Also

Module 4, Staffing Using the Modern DCPDS
Chapter 7, Cancellations and Corrections
Section: Processing a Cancellation a NTE

Processing the NTE Action

Step	Action
1	From the **Navigation** List → ***Civilian Inbox*** → **<Open>**.
2	The **Notifications Summary** Window displays. Move the *Current Record Indicator* to the RPA Promotion NTE you wish to process.
3	Click **<Respond>**.
4	The RPA displays. With your cursor in **Part B**, Block ***5-A Code***; use the LOV or type in 703. A **PA Request First NOA Insertion Values** Window displays. Type in the NTE date of your action. ♦ **Example:** 
5	Click **<OK>**.

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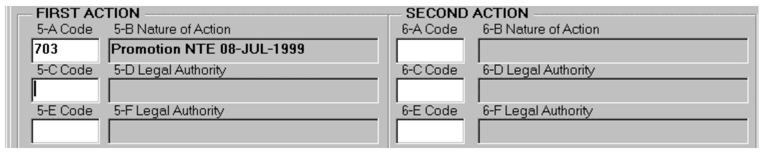
Processing Not to Exceed (NTE) Actions, Continued

Processing the NTE Action (continued)

Step	Action
6	The RPA displays with the date populated in Block, 5-B ***Nature of Action***. Complete remaining data fields as needed. ♦ **Example:**  **Note:** To change the NTE date, put your cursor in the block and press the **[TAB]** key. The **NTE** pop-up appears for editing. Use the same procedure for editing the ***Remarks*** and **Legal Authority Codes**.
7	Click Save on the Toolbar.

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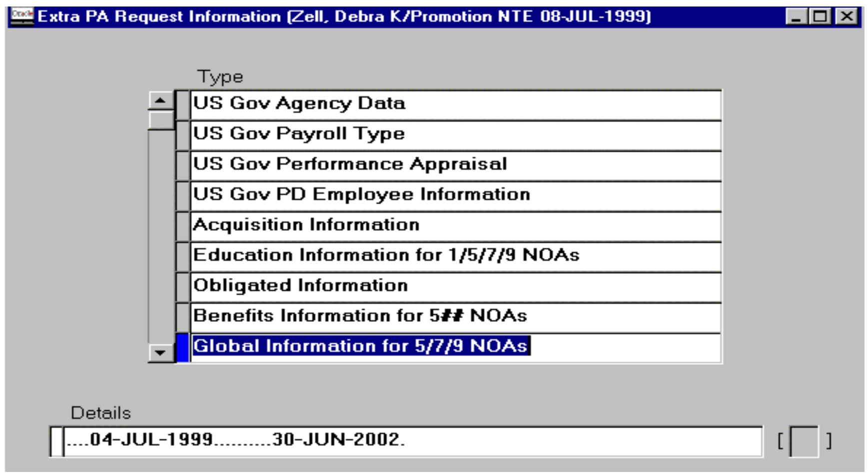
Processing Not-To-Exceed (NTE) Actions, Continued

Completing Extra Information

Complete the Extra Information as required for this action.

Step	Action
1	Click <**Extra Information**>.
2	The **Extra PA Request Information** Window displays. Move the *Current Record Indicator* to select any Information Type; e.g., ***Global Information for 5/7/9 NOAs***. ♦ **Example:** 
3	Click in the ***Details*** data field. The **Extra PA Request Information** Window displays. Enter data in each field as appropriate.
4	Click <**OK**> after each **Extra PA Request Information** Window is completed. Click Save on the Toolbar.
5	Exit the window. The RPA window displays.
6	Click Save.
7	A **Message Box** displays asking if you want to route this action. Click <**Yes**>.
8	The **Routing** Window displays. Click **Update HR**. Select the ***Print Notification*** checkbox and select the Printer, if you want to print the action at this time. Select the ***Approval*** checkbox. Click <**OK**>**.**

Updating and Viewing Education Data

Purpose

This section explains how initial education information is captured. It also explains how to locate and update education information, as well as how to view a list of employees by their education data to select one for viewing. For more detail in updating education data, see Module 1, Fundamental of the Modern DCPDS, Chapter 5, Updating and Viewing the Employee Record.

Initial Input

Initial education should be input on the Appointment RPA. If Block 45, ***Educational Level***, is coded with the value 06, 10, 13, or higher, Block 46, ***Year Degree Attained***, and Block 47, ***Academic Discipline*** must be completed to pass CPDF edits. If any other value is input in Block 45, Blocks 46 and 47 must be blank.

To capture education data on the Appointment RPA, click <**Extra Information>**, select *Extra PA Request Information*, click in the ***Details*** data field and complete *Education Information for 1/5/7/9 NOAs*.

Locating and Updating Education Information

To locate education information on an employee for viewing or updating, from the **Navigation List** → **People** → *Enter and Maintain* → ***<Open>***. The **Find Person** Window displays. Query for the employee needed. The **People** Window displays. Click **<Special Information>**. The **Special Information** Window displays. Scroll to **Education** and click the ***Detail*** data field to display and complete the DDF.

Viewing Education

From the **Navigation List** → *View* → *Lists* → *People by Special Information* → ***<Open>***.

- The **List People by Special Information** Window displays.
- In the ***Special Information Type*** data field, type in Education% and click **<Find>**.
- The list of employees by name displays.
- Move the *Current Record Indicator* to locate the employee you need, click in the ***Detail*** data field.
- The **Education** descriptive flexfield displays.
- View the information and exit the window.

Processing a Retained Grade

Purpose

The purpose of this procedure is to guide you through the steps to process a retained grade.

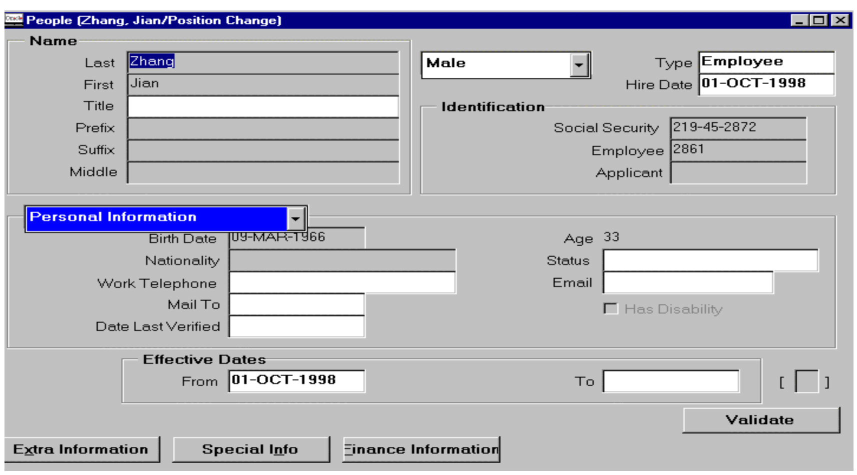
Note: *Retained Grade* is not listed on the **Navigation List**. *Federal Position Change* is used for this action.

Completing the RPA

Step	Action
1	On the **Navigation List** → *Request for Personnel Action* → *Federal Position Change* → ***<Open>***.
2	The **RPA** displays. Click the LOV or type in data fields in **Part A**.
3	In **Part B**, click the LOV or type in data fields for Block 1, ***Last Name***, Block 4, ***Effective Date,*** Block 5-A Code, ***Nature of Action***, and Block 5-C Code, ***Legal Authority***.
4	Click Save on the Toolbar. The ***Request Number*** in Part A, Block 2 automatically populates.

Completing the People Window

1	Click **<Person>**. The **People** Window displays.



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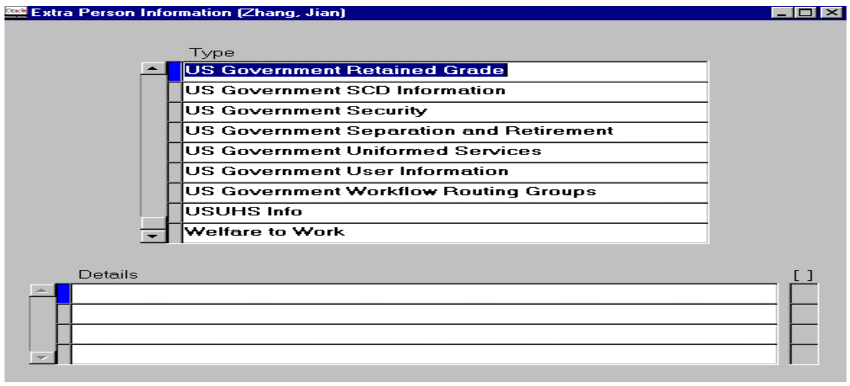
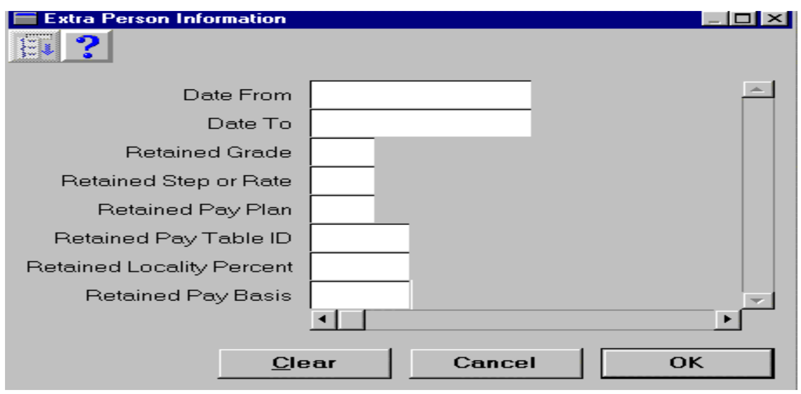
Processing a Retained Grade, Continued

Completing the People Window (continued)

Step	Action
2	Click **<Extra Information>**. The **Extra Person Information** Window displays with the employee name on the Title Bar. Move the *Current Record Indicator* on ***US Government Retained Grade***. Click in the ***Details*** data field. 
3	The **Extra Person Information** Window displays. Click the LOV or type in information for each data field. 

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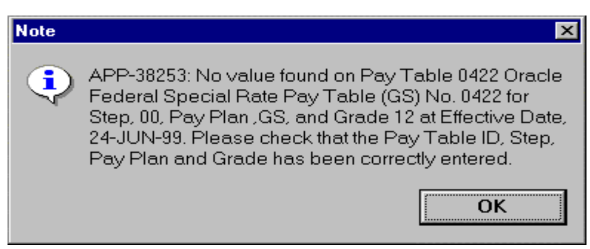
Processing a Retained Grade, Continued

Completing the People Window (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3 (cont)</td><td>
<table>
<tr><th>Data Field</th><th>Description/Action</th></tr>
<tr><td>Date From</td><td>Type in the date.</td></tr>
<tr><td>Date To</td><td>Type in the date.</td></tr>
<tr><td>Retained Grade</td><td>Click the LOV.</td></tr>
<tr><td>Retained Step or Rate</td><td>Click the LOV.</td></tr>
<tr><td>Retained Pay Plan</td><td>Click the LOV.</td></tr>
<tr><td>Retained Pay Table ID</td><td>Click the LOV.</td></tr>
<tr><td>Retained Locality Percent</td><td>Type in the percent.</td></tr>
<tr><td>Retained Pay Basis</td><td>Click the LOV.</td></tr>
</table>
</td></tr>
<tr><td>4</td><td>Click <OK>. The Extra Person Information Window displays with the <i>Details</i> data field populated.</td></tr>
<tr><td>5</td><td>Click Save on the Toolbar. Exit the window.</td></tr>
</table>

Completing the RPA

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>The Position Change RPA displays. Click <Next> for page 2. With your cursor in the TO INFORMATION, Block 19, <i>Step or Rate</i>, type in “00.”</td></tr>
<tr><td>2</td><td>A Message Box displays and tells you the grade and step do not match a pay table. Click <OK>.
♦ Example:

</td></tr>
</table>

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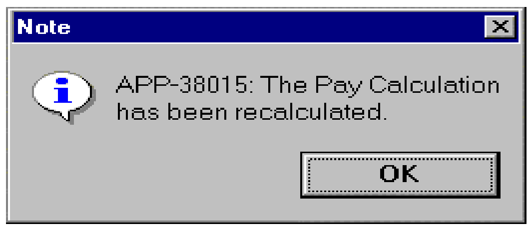
Processing a Retained Grade, Continued

Completing the RPA (continued)

Step	Action
3	Click <**Next**> to advance the RPA to page 3. With your cursor in Block 29, ***Pay Rate Determinant***, click the LOV or type in the correct value. A Message Box displays and tells you the Pay Calculation has been recalculated. 
4	Click <**OK**> and click Save on the Toolbar.
5	If you need to input other data, click <**Extra Information**> and select the correct descriptive flexfield. Click <**OK**>.
6	The RPA displays. Click Save on the Toolbar.
7	A Message Box displays asking if you want to route this action. Click <**Yes**>.
8	The **Routing** Window displays. Click **Update HR**. Select the ***Print Notification*** checkbox and select the Printer if you want to print the action at this time. Select the ***Approval*** checkbox. Click <**OK**>.

Processing a Detail

Purpose

This procedure provides instructions to process a detail using the People Record, to include extending and terminating, correcting or canceling on any appropriated fund employee.

Before You Begin

- Before detail actions can be processed, the employee to be detailed must exist and have a current assignment.
- Before, during, and at the conclusion of a detail, an employee continues to occupy the same position to which assigned before the detail began.
- All details are on a not-to-exceed (NTE) basis and must have an end date.
- If an employee is detailed and an RPA is to be processed, the detail end date must be changed to end before the effective date of the RPA.
- Payroll Interface is output only if FLSA of detail is not the same as the FLSA of the employee's current position.
- If you need an RPA to document a Detail, from the **Navigation List**, choose *Request for Personnel Action*, then *Detail*. Complete, save, and print the RPA. This RPA cannot be updated to the database.
- The system does not generate a Detail Notification of Personnel Action (NPA). If an NPA is required to document a Detail, the Pseudo 50 must be completed.

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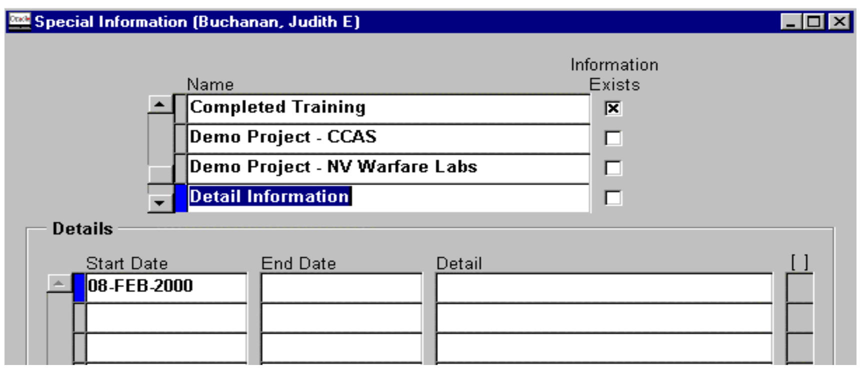
Processing a Detail, Continued

Processing a Detail

Step	Action
1	On the **Navigation List** → *People* → *Enter and Maintain* → **<Open>**.
2	The **People** Window displays with the **Find** Window overlaying it. Use the query method or type in the employee's name and click **<Find>**. The **People** Window displays with the employee data populated. Click **<Special Information>**.
3	The **Special Information** Window displays. Scroll to the ***Detail Information*** data field under name or query for it. The Start Date populates with the current date but it can be overridden by clicking in the ***Start Date*** data field, deleting the date, and substituting a different date. To initially input, change, or view specific information applicable to a detail, click in the ***Detail*** data field. 

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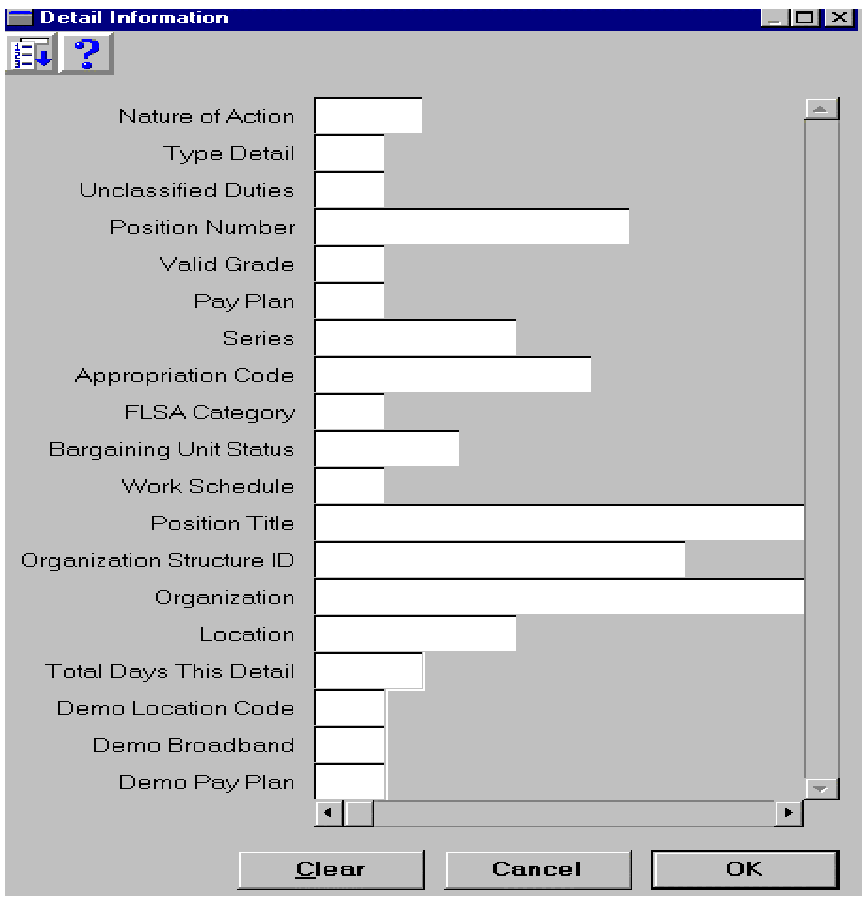
Processing a Detail, Continued

Processing a Detail (continued)

Step	Action
4	The **Detail Information** Window displays. Complete the data fields by clicking the LOV on the window or typing in the needed information. The ***Nature of Action*** data field is the only required field for all Components. If you input the ***Valid Grade***, you must also enter the ***Pay Plan***. For Air Force and Navy, the ***Position Number*** is required; it must be a valid position number and sequence. All the data fields, except NOA, may be completed or left blank. 

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Processing a Detail, Continued

Processing a Detail (continued)

Step	Action
	(see nested table below)

Data Field	Description/Action
Nature of Action	Click the LOV and select from the 900 NOAs. Required field.
Type Detail	Click the LOV.
Unclassified Duties	Defaults to No – can override.
Position Number	The CPCN + sequence number of position detailed to, separated by a period; e.g. 12345.771.
Valid Grade	Type in two-digit number.
Pay Plan	Type in or click the LOV.
Series	Type in or click the LOV.
Appropriation Code	Click the LOV.
FLSA Category	Click the LOV.
Bargaining Unit Status	Click the LOV.
Work Schedule	Click the LOV.
Position Title	Type in clear text up to 54 characters.
OSC/Navy Pay Org	Free form input.
Organization Structure ID	Free form input.
Organization	Click the LOV.
Location	Click the LOV.
Total Days This Detail	Type in number of days.

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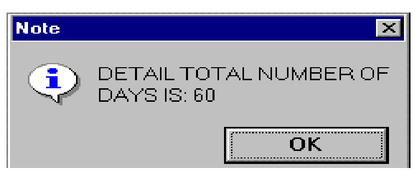
Processing a Detail, Continued

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4 (cont)</td><td>
<table>
<tr><th>Data Field</th><th>Description/Action</th></tr>
<tr><td>Demo Location Code</td><td>Click the LOV if Demo Project.</td></tr>
<tr><td>Demo Broadband</td><td>Type in number if Demo Project.</td></tr>
<tr><td>Demo Pay Plan</td><td>Click the LOV if Demo Project.</td></tr>
<tr><td>Premium Pay</td><td>Click LOV.
Note: Normally this field will be blank. However, in those instances where a detail involves a premium pay indicator that is different from the employee’s non-detail assignment, input the premium pay indicator that applies to the detail (or choose it from the LOV). The difference in the detail/non-detail premium pay indicator will trigger the output of a payroll interface transaction.</td></tr>
</table>
</td></tr>
<tr><td>5</td><td>Click <OK>. This returns you to the Special Information Window with the Detail data field populated.</td></tr>
<tr><td>6</td><td>Type the End Date of the Detail next to the Start Date. Click Save. A pop-up Note tells you the number of days of the Detail.


Note: If you have entered a date that does not match the number of days of the detail, you may need to refresh the window (F8) or click <u>A</u>ction, then <u>R</u>efresh before you can change the end date.</td></tr>
<tr><td>7</td><td>Exit the window.</td></tr>
</table>

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Processing a Detail, Continued

Extending a Detail

Follow your Component's policy in selecting an extension method.

- Method 1 (short): Change the end date of the detail to the extended date, change the NOA from Detail to Extension of Detail, and change the total number of days of the detail. Save the action.
- Method 2 (long): Create a new Detail entry. Use the end of the original detail as the start date, the date to which the detail was extended as the end date, extension of detail as the Nature of Action, and the length of the extension as the "Total Days This Detail." All other fields would be completed as they were for the detail that is being extended.

Terminating a Detail

If you need to terminate a Detail **before** the original end date, follow the steps below.

Step	Action
1	Change the end date of the detail to the new date, change the NOA from Detail to Termination of Detail, and change the total number of days of the detail.
2	Save your action and exit the window.